City of Batavia
Building Division
Community Development Department
100 North Island Avenue
Batavia, Illinois 60510
Tel: (630) 454-2700
Fax: (630) 454-2775
http://www.cityofbatavia.net

Please direct all questions to the City of Batavia Building Division of the Community Development Department, Monday through Friday from 8 AM to 5 PM at (630) 454-2700.

This is a summary of the City of Batavia Ordinances affecting the construction of porches and sunrooms. This is intended to interpret and explain the ordinances but does NOT represent or replace the actual ordinance language. Every effort has been made to ensure the accuracy and timeliness of this information. 06/2010

Before Starting:

- Porches and sunrooms cannot be placed over any utility or drainage easements or underground electric service. Overhead electric service requires specific clearances to the roof depending upon the roof slope / pitch.

- The structure must be built exactly as shown on the City of Batavia Building Division approved plans for the job. Any changes must be approved by the City of Batavia Building Division prior to proceeding with changes before or during construction.

- Check the plat of survey for correct measurements of the required setbacks. Covered porches, screen rooms and sunrooms shall conform to the setbacks set forth in the City of Batavia Zoning Code or as permitted by Ordinance for your development. Properties located in the Historic District shall first contact the Building Division to submit for review, approval and issuance of a Certificate of Appropriateness by the Historic Preservation Commission. Please verify your property zoning and setbacks with the Community Development Department.

- There are different foundation requirements depending on the type of structure. Screened porches require only piers while enclosed glass sunrooms require 12” wide trench foundations at minimum, or the foundation plans may be designed and sealed by an architect.
Homeowner/Contractor Responsibilities:

1. Call J.U.L.I.E (Joint Underground Location for Inspectors and Engineers) at least 48 hours prior to any digging to locate any underground utilities. (1-800-892-0123).

2. Schedule the required inspections with the Building Division. Please call at least 48 hours in advance to schedule inspections to ensure that we can meet your schedule.

3. Make sure that the work is ready for inspection before the inspector arrives to avoid a re-inspection fee. Please cancel the inspection if the work is not ready.

4. **ALL PERMITS SHALL CONCLUDE WITH A FINAL INSPECTION.**

Application Procedure:

1. Submit a completed Building Permit Application to the Building Division of the Community Development Department.

2. Pay required minimum submittal fee. Additional fees may be due at time of permit issuance, depending upon the gross area of the sunroom, porch or screen room.

3. Attach two (2) copies of the plat of survey showing the location of the sunroom or porch and setbacks to property lines. All utilities (electric service, gas line, phone line, water, sewer, etc) must be indicated. **Survey shall be to scale, not reduced or enlarged when copied.**

4. Attach two (2) copies of plan and construction details (*sample attached*).

5. Attach one copy of contractors contract for valuation purposes. If no contract is submitted or the property owner is acting as the contractor, the current ICC Building Valuation Data cost per square foot will be used.

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Sample Floor Plan:

1. Floor joist size, spacing and orientation.
2. Roof rafter size, spacing and orientation. Roof type (gable, hip, shed, etc)
4. Header sizes for openings.
5. Column and beam sizes.
7. Details as needed to provide clarity for special or unique designs or assemblies. Hardware connector specifications for connection of beams to piers, columns to beams and floor framing, ledger board to host structure, floor joist to ledger board, etc.
The above foundation system is typical. When the proposed design is of another foundation type, such as pier, trench, crawl or basement, please attach a separate sheet of the proposed foundation type with specific details and dimensions demonstrating compliance with the City of Batavia adopted codes.